

20 November 1975

MEMORANDUM FOR: Assistant to the Director

SUBJECT : Implementation of the Privacy Act of 1974

REFERENCE :

[REDACTED]

1. Now that we are receiving requests under the provisions of the Privacy Act, it is requested that you insure that all record systems in your Office are rechecked once again to verify that every system meeting the criteria has been reported. (A reportable system is any system of records maintained that contains any information whatever on U. S. citizens or aliens lawfully admitted for permanent residence wherein the information is retrievable by individual name, equivalent number, or other identifier.)

2. It is requested that a report (negative reports included) as to the results of this additional check be furnished the AO/DCI not later than COB 25 November 1975. If we can be of help in determining if a particular records system meets the requirements for reporting, please contact me or [REDACTED]

[REDACTED]

Administrative Officer, DCI